4 STEPS STUDENTS MUST COMPLETE IN ORDER TO RECEIVE FINANCIAL AID

STEP 1: SIGN AWARD LETTER WITHIN 14 DAYS

Your Financial Aid Offer will be available in your Financial Assistance system. You will be notified via Gus email when your Aid Offer is ready or by accessing your Financial Assistance System through your GUS Portal. If you accepted a Subsidized or Unsubsidized Stafford Loan (Fall & Spring; Fall only; Spring only), the loan funds will be available at the beginning of each semester. Approximate Dates for the disbursement of funds are:

Fall Semester: August 15, 2023   Spring Semester: January 16, 2024

STEP 2: VERIFICATION OF ENROLLMENT

ALL UNIVERISTY AND/OR FINANCIAL AID HOLDS MUST BE RESOLVED BEFORE YOU CAN COMPLETE THIS PROCESS!

➢ *Go to the Pitt State homepage at www.pittstate.edu and select "Login" and then select "GUS Portal"*
➢ *Sign in using your Student ID# and password. (Contact Gorilla Geeks located at 109 Whitesitt if you do not have a GUS PIN. You will need a photo ID, driver's license or PSU ID card).*
➢ *Under the Financial Assistance section, select "Verification of Enrollment for Disbursement of Funds".*
➢ *Select the semester you are verifying and read the federal guidelines listed.*
➢ *Review you class schedule to make sure you are enrolled in the correct courses. Make changes as needed.*
➢ *Financial Assistance will be applied to your tuition, Book Store Voucher if you opt in, and Housing Balances. If there is a balance remaining, you will be prompted to provide your bank account routing number for direct deposit. If you don't have a bank account established, the Cashier's Office will issue a refund check to your permanent address within 10 days.*
➢ *Update your Personal Contact information and Select "End Verification".*

Verification of enrollment is available beginning JULY 29, 2023 for FALL; December 26, 2023, for Spring and May 16, 2024 for Summer. Verification must be completed before any aid will credit to your student account.

STEPS 3 & 4: ENTRANCE COUNCELING & MASTER PROMISSORY NOTE

You must complete the Entrance Counseling and Master Promissory Note to receive a student loan! The FSA ID consists of a user-created username & password to electronically access personal information on Federal Student Aid Web sites. You can create an FSA ID at https://studentaid.gov/fsa-id/create-account/account-info

➢ *View Direct Loan Entrance Counseling and Master Promissory Note at https://studentaid.gov/, under the "Complete Aid Process" tab.*

STEP 3: Entrance Counseling

➢ *Verify whether you are an Undergraduate or Graduate Professional student.*
➢ *After reading the information you will be required to complete a quiz (**make sure you read the Borrower's Rights and Responsibilities ON COMPLETION**).*
➢ *Get confirmation of completion before exiting the web site.*

STEP 4: Master Promissory Note

➢ *Select one of the Direct Loan MPN types; <u>undergraduate, graduate/professional student or parent of an undergraduate student</u>.*
➢ *Complete all steps outlined.*
➢ *Get confirmation of completion before exiting the web site.*

REFERENCE INFORMATION

1.   Accreditation: Information regarding the associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, can be found in the University Catalog.

2.   Facilities: Information regarding the special facilities and services available to disabled students can be found in the Student Success Center, 113 Axe Library.

3.   Cost of Attending: Information regarding the costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting) and any additional costs of the program in which the student is enrolled or has expressed an interest can be found in the Office of Student Financial Assistance, or https://www.pittstate.edu/financial-aid/the-students-right-to-know.html

4.   Degree Programs, Training, and Personnel: The academic degree programs, training, GED program options, instructional, laboratory and physical plant facilities associated with the academic programs and other education offered, as well as list of faculty and other instructional personnel, can be found in the University Catalog.

5.   Financial Assistance, Satisfactory Progress, Direct Loan Deferments: Information regarding student financial assistance available, including the rights and responsibilities of receiving Title IV and other financial aid, the different types of financial aid available among different departmental programs, awarding policies, and the Satisfactory Academic Progress standards that must be maintained can be found in the Office of Student Financial Assistance. Also found within the OSFA are the terms and conditions of Direct Loan deferments for those in the Peace Corp. All of this information can also be found at https://www.pittstate.edu/financial-aid/the-students-right-to-know.html

6.   *Withdrawing From School: Requirements for the return of student financial assistance program funds when a student totally withdraws from school, information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school can be found in each University Semester Class Schedule, or at https://www.pittstate.edu/financial-aid/the-students-right-to-know.html

7.   FERPA: The rights under the Family Education Rights and Privacy Act (FERPA), which includes the right to deny and procedures for reviewing student's education records, can be found in the Office of the Registrar. eProxy instructions can be made through GUS at https://www.pittstate.edu/financial-aid/eproxy-access-instructions.html

8.   Completion/Graduation Rates: Detailed information regarding the completion or graduation rate of full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation/completion, as well as the transfer-out rate can be found in the Office of the Registrar.

9.   Crime Report: The school's campus crime report, which includes statistics of offenses reported to campus security for the three most recent calendar years, can be found in the Office of University Police.

10.   Athletic Participation: A report on the campus athletic program participation rates, including the number and gender of participants that compete in intercollegiate athletic competitions for each semester as well as campus coaching staff information, can be found in the Athletic Department.

***NOTE:** Students who totally withdraw from PSU after receiving financial assistance need to be strongly cautioned that in most cases, they will have to repay at least a portion of the funds they have received.